

Regular Meeting Minutes of September 11, 2023

Bainville Town Council

The Regular Meeting of the Bainville Town Council was called to order at 7:00pm by Mayor Toby Romo at the Bainville Town Hall, 211 Clark Avenue East. Present were Toby Romo, Will Rathbun, Carol Rasmussen and John Gilligan on the phone. A **quorum** was established. Guests included: David Norton, Cora Norton, and Darrel Rasmussen. Also present was UB Clerk, Mary Munee R.

John Gilligan moved to **Approval of Agenda** and to add item k on the Treasurer's report. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Move to hire Mary Munee Rathbun as a part-time Utility Billing Clerk was missing on the minutes of August 14, 2023. Carol Rasmussen requested correction and moved to approve Minutes pending correction. Will Rathbun seconded the motion. All voted in favor and motion carried.

Treasurers Report

- a. Cash Balance Report
- b. Bank Reconciliation Report (*not included, Valli still working on it*)
- c. YTD Expense vs Budget
- d. YTD Revenue vs Budget.
- e. Petty Cash Spreadsheet for August 2023
- f. Bank Statements for August 2023
- g. YTD Receipts from Utility Billing.
- h. Review delinquent accounts.
- i. Approve claims & JVs in the amount of \$35,099.59 – Carol Rasmussen moved to approve claims & JVs. John Gilligan seconded. Motion passed unanimously.
- j. Approve payroll in the amount of \$9,029.18 – Carol Rasmussen moved to approve payroll, Will Rathbun seconded, and motion carried.
- k. Motion to void check 13752 for \$332.20. Carol Rasmussen moved to approve voiding check 13572. Will Rathbun seconded, and the motion passed unanimously.

Public Comments or Formal Complaints on items not on agenda.

Ms. Cora M. Norton submitted a note to the Mayor and Council members requesting a copy of public information for every Council meeting and each Committee meeting.

Department or Committee Reports

- A. Public Works/Fire Chief Report.
 - Mayor Toby reported that Lyle Lambert is working on the Capital Asset list.

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B. Roosevelt County Sheriff's Department Update.

- Citations, updates. *(none)*

C. Committee Reports *(none)*

Public Hearing

- A. John Gilligan moved to approve resolution adopting fiscal year 2023-2024 budget. Will Rathbun seconded and motion carried.
- B. John Gilligan moved to adopt a resolution to increase solid waste rates and set a public hearing for October 9, 2023. Carol Rasmussen seconded. Motion carried.

Old Business *(none)*

New Business

A. Building Permits Process:

To simplify our Building Permit process, Mayor recommended 2 signatures – from the Mayor and Council members and that Public Works Director should be part of this process. The motion will be discussed further at the next council meeting.

B. Carol Rasmussen moved to approve permit for Toby Romo for fence & porch roof at 6 Rhea Ave West. Gilligan seconded, and motion carried, pending approval from Lyle Lambert & Will Rathbun.

C. John Gilligan moved to hire Samantha Mahlen as a Financial Analyst to look for inefficiencies in our budget and prepare the Annual Budget which is due to the State October 1. Carol Rasmussen seconded, and the motion passed unanimously.

D. Will Rathbun moved to add Carol Rasmussen and John Gilligan as signers on checks and Town documents. John Gilligan seconded motion. All voted in favor and motion carried.

Mayor's Report:

Chet McLean is working on the FY23 Annual financial Report.

Once the AFR is completed it will go to Map for the final numbers on the rate study.

Mayor Toby Romo moved to adjourn the meeting at 7:55pm.